



OFFICE OF THE CLERK
UNITED STATES DISTRICT COURT
DISTRICT OF MASSACHUSETTS
JOHN JOSEPH MOAKLEY UNITED STATES COURTHOUSE
1 COURTHOUSE WAY - SUITE NO. 2300
BOSTON, MASSACHUSETTS 02210
TELEPHONE: 617-748-9152



SARAH A. THORNTON
CLERK OF COURT

TRAVEL AUTHORIZATION
[UNDER SEAL, if appropriate]

Case Number:

Defendant Name:

Authorized Traveler:

Authorized Travel Dates:

Purpose of Travel:

Pursuant to Section 702 of the Federal Courts Administration Act of 1992, Public Law 102-572, 106 Stat. 4506, you are hereby authorized to obtain government travel rates for the above-described trip in connection with the representation of the above named defendant under the Criminal Justice Act (CJA).

You are authorized to contact National Travel Service (NTS) at 1-800-445-0668 to request reservations and airline tickets. You must provide NTS with the **authorization number identified below** and identify yourself as an authorized traveler under CJA for the **District of Massachusetts**, and advise NTS that you are a CJA panel attorney or expert and your airline tickets are to be charged to that court's account. You may instruct NTS where to deliver your tickets.

Reimbursement for out of pocket expenses actually incurred during the above travel dates can be claimed as expenses when submitting your CJA 20 voucher for payment. Receipts must be included for any single expense over \$25.00. The court will be billed and will pay for the airline tickets directly.

A copy of this Travel Authorization, as well as the airline ticket and itinerary must be attached to your voucher for audit purposes. The airline ticket receipt, itinerary and a copy of the Travel Authorization must also be forwarded to Helen Costello, Projects Manager, at the above address, as soon as possible after the travel has occurred.

A copy of this Travel Authorization, as well as a copy of the airline tickets which were provided by NTS, must be attached to your voucher for audit purposes. Our internal authorization number for this travel is: * _____ .

*These are the "identifiers" that must be provided to NTS.

Date

Judicial Officer